

GLEDELYN COMECILLA-QUITOY

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PROFILE

Experienced social worker with a passion for helping vulnerable individuals and families. Skilled in providing counseling, case management, and advocacy services. Strong interpersonal and communication skills, with the ability to establish positive relationships with clients and colleagues. Dedicated to empowering clients and promoting social justice.

PROFESSIONAL EXPERIENCE

SOCIAL WORKER / SOCIAL PROGRAM COORDINATOR

Apr 2014 – PRESENT

Bear Much Fruit Ministries, Inc. \ Dumaguete City, Negros Oriental, Philippines

- Performing all intake procedures in coordination with collaborators and preparing and implementing a time-bound development plan for the client with collaborators
- Conducting family counselling, home visits, and school visits regularly for student update report
- Preparing reports and other correspondence, including Thank You Letters
- Distributing monthly subsidies to individual sponsored children
- Conducting counselling at least once a month for clients in distress and once a year for all children, and assessing the need for professional services
- Conducting family counselling whenever necessary
- Attending case conference
- Ensuring and coordinating with responsible providers (teachers, guidance counsellors, nurses, doctors, etc.) that children accomplish their therapeutic activities and various initiatives relative to case management

SOCIAL WORKER (JOB ORDER)

Jan 2012 – Jun 2013

Municipal Social Welfare and Development Office (MSWDO)

MSWDO-Valencia

Valencia, Negros Oriental, Philippines

- Conducted intake interviews and assisted clients with intervention and assistance from the Local Government Unit
- Made case studies and case summaries
- Referred clients to appropriate institutions/agency for further intervention
- Conducted training and other related seminars
- Performed other functions as directed.

CITY LINK/SOCIAL WORKER

Mar 2011 – Dec 2011

Department of Social Welfare and Development - Field Office 7

Pantawid Pamilyang Pilipino Program(4Ps)

(Conditional Cash Transfer Program for Filipino Families)

Bayawan City, Negros Oriental, Philippines

- Conducted Social Welfare Indicator (SWI) Administration and conducted case management for households at the survival level and non-compliant households with three offences, and referred dysfunctional families and Children in Need of Special Protection (CNSP) to the Social Welfare Development (SWAD) team.
- Facilitated and ensured the conduct of Family Development Sessions with the Local Government Unit (LGU) Links and Parent Leaders as organizers, and with other stakeholders as resource persons.
- Maintained and monitored caseload data and monitored and ensured supply-side requirements in coordination with LGUs and key partners.

SOCIAL WORKER (JOB ORDER)

Jan 2009 – Mar 2011

Municipal Social Welfare and Development Office (MSWDO)

MSWDO-Valencia

Valencia, Negros Oriental, Philippines

- Conducted initial interviews with clients and provide them with support and intervention services from the Local Government Unit.
- Created case studies and summaries of clients' situations, and refer them to relevant institutions or agencies for further assistance.
- Organized and led training sessions and other related events.
- Carried out any additional duties as instructed.

DATA ENCODER

Aug 2005 – Dec 2008

Hospital Information System

Silliman University Medical Center Foundation Inc.,
Dumaguete City, Philippines

- Coordinated with hospital clients and staff;
- Reviewed the charges for medicines, stocks and other supplies in all wards done by the nurses and other staffs;
- Encoded various laboratory examinations, CT-Scan and
- Ultrasound Examinations for inpatients and out- patients;
- Communicate with different departments in line with the client's concerns.
- Performs other job-related tasks as may be required.

COMMUNITY ORGANIZER / PROJECT STAFF / SOCIAL WORKER

Aug 2003 – Apr 2004

Association for the Improvement of Life, Inc.
World Vision Development Foundation, Inc.
Area Development Project
Cebu, Philippines

- Organized communities of AIMLife and its constituents and provided consultative assistance to the community, group, sectors, core leaders and project beneficiaries in developing, planning, monitoring and community evaluation;
- Undertook regular home visits and does the legwork, involved in facilitating the holding of meetings and related activities;
- Provide technical inputs;
- Prepared analysis reports and projects, plans of action.
- Recommended projects for funding or fund releases;
- Performed other job-related tasks as may be required.

SKILLS

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|------------------------|------------------------|-----------------------|--------------------|
| • Interpersonal skills | • Communication skills | • Empathy | • Active listening |
| • Case management | • Crisis intervention | • Conflict resolution | • Problem-solving |
| • Analytical thinking | • Attention to detail | • Cultural competence | • Advocacy |
| • Time management | • Teamwork | • Flexibility | • Adaptability |

EDUCATION

Bachelor of Science in Social Work

Silliman University
Dumaguete City, Philippines
March 2003

Master of Science in Social Work

Silliman University
June 2017 – October 2017
Attended one Semester only

Board Passer

Licensure Examination of Social Work
Professional Regulation Commission
June 2003

ORGANIZATIONS / LEADERSHIP POSITIONS HELD

- **Member - Social Work Alumni (2003 to present)**
Silliman University, Dumaguete City
Negros Oriental, Philippines
- **Board Member - Negros Oriental and Siquijor Chapter**
Philippine Association of Social Workers Inc.
2005 to present
- **Member - Young Adults/ Young Professionals**
Throne of Grace and Mercy Ministry
2005 to present